

**JUVENILE JUSTICE/DELINQUENCY
PREVENTION COMMISSION**

**INSPECTION HANDBOOK
FOR
JUVENILE HALLS AND CAMPS**

**BOARD OF CORRECTIONS
FACILITIES STANDARDS AND OPERATIONS DIVISION
July 2004**

TABLE OF CONTENTS

INTRODUCTION	1
Article 3. Training, Personnel, and Management	7
<i>Section 1321. Staffing.....</i>	<i>7</i>
<i>Section 1322. Child Supervision Staff Training.....</i>	<i>7</i>
<i>Section 1324. Policy and Procedures Manual.....</i>	<i>8</i>
Article 4. Records and Public Information.....	8
<i>Section 1343. Juvenile Facility Capacity.....</i>	<i>8</i>
Article 5. Classification and Segregation.....	9
<i>Section 1352. Classification.....</i>	<i>9</i>
<i>Section 1353. Orientation.....</i>	<i>10</i>
<i>Section 1354. Segregation.....</i>	<i>11</i>
<i>Section 1355. Assessment and Plan.</i>	<i>11</i>
<i>Section 1356. Counseling and Casework Services.....</i>	<i>11</i>
<i>Section 1357. Use of Force.....</i>	<i>12</i>
<i>Section 1358. Use of Physical Restraints.</i>	<i>12</i>
<i>Section 1359. Safety Room Procedures.</i>	<i>13</i>
<i>Section 1360. Searches.....</i>	<i>13</i>
<i>Section 1361. Grievance Procedure.</i>	<i>14</i>
<i>Section 1362. Reporting of Incidents.</i>	<i>15</i>
Article 6. Programs and Activities.....	15
<i>Section 1370. School Program.</i>	<i>15</i>
<i>Section 1371. Recreation and Exercise.</i>	<i>16</i>
<i>Section 1372. Religious Program.....</i>	<i>17</i>
<i>Section 1373. Work Program.....</i>	<i>18</i>
<i>Section 1374. Visiting.</i>	<i>18</i>
<i>Section 1375. Correspondence.....</i>	<i>18</i>
<i>Section 1376. Telephone Access.....</i>	<i>19</i>
Article 7. Discipline.....	19
<i>Section 1390. Discipline.....</i>	<i>19</i>
<i>Section 1391. Discipline Process.....</i>	<i>20</i>
Article 8. Health Services	21
<i>Sections 1411. - 1450. General Discussion.....</i>	<i>21</i>
Article 9. Food	24
<i>Sections 1460. - 1467. General Discussion.....</i>	<i>24</i>
Article 10. Clothing and Personal Hygiene	25
<i>Sections 1480. - 1487. General Discussion.....</i>	<i>25</i>
Article 11. Bedding and Linens.....	25
<i>Sections 1500. - 1502. General Discussion.....</i>	<i>25</i>

INTRODUCTION

Juvenile Justice/Delinquency Prevention Commission

Inspection Handbook

MINORS IN JUVENILE HALLS AND CAMPS

ARTICLES 3-11

This Juvenile Justice/Delinquency Prevention (JJ/DP) Commission inspection handbook has been designed by Board of Corrections staff with assistance from the Juvenile Justice/Delinquency Prevention (JJ/DP) Commission Planning Committee and is for use by JJ/DP Commissions during the juvenile facility inspection process. The inspection handbook addresses the **Minimum Standards for Juvenile Facilities [Title 15, California Code of Regulations (CCR)]**, that relate to programs, procedures, health care, nutrition and sanitation issues in locally operated juvenile facilities.

This inspection handbook describes only the standards that relate to those facility program issues, which have been identified by JJ/DP Commissioners as needing additional discussion or clarification. It is recommended that you read all the standards and their accompanying guidelines prior to conducting your inspection to put each section in context within the overall operation of a juvenile facility.

This inspection handbook is intended to explain the regulations, identify issues and propose options to consider when completing a facility inspection. The handbook does not cover every possible contingency; it is intended to assist commissioners in understanding the regulations and applying them to their inspections.

As commissioners you are the ears and eyes of your community. Safety and security are vital elements in operating a facility. You will want to look at these issues as well as at facility programs in your effort to ensure that the minors in the facility are treated in a safe and humane manner.

FACILITY INSPECTION RESPONSIBILITY

Section 229 of the Welfare and Institutions Code (WIC) states that it shall be the duty of a juvenile justice commission to inquire into the administration of juvenile court law in the county or region in which the commission serves. The commission shall inspect all publicly administered institutions no less frequently than once a year. This chapter of the WIC refers to juvenile halls and camps.

It further instructs the juvenile justice commission to annually inspect any jail or lockup within the county which, in the preceding calendar year, was used for the confinement of any minor for more than 24 hours.

Section 209 of the WIC states that the judge of the juvenile court shall conduct an annual inspection, either in person or through a delegated member of the appropriate county or regional juvenile justice commission, of any law enforcement facility which contains a lockup for adults which, in the preceding year, was used for the secure detention of any minor.

Section 229 WIC does not include group homes. Group homes are privately owned and are regulated by the Department of Social Services, Community Care Licensing Division (CCL). Please refer to Section 229.5 WIC for further information. If your commission plans to inspect group homes it is recommended that you contact CCL in your community for further information regarding regulations and procedures.

PREPARING FOR THE INSPECTION

It is important to prepare carefully for a facility inspection. Advance notice should be given to the facility administrator so you can schedule a mutually convenient date for the inspection. The facility administrator is the chief probation officer, the sheriff or the chief of police, depending on the facility you plan to inspect.

The facility administrator may not be available to meet with you during the inspection and may assign the task to the facility manager or supervisory staff who will be your contact person. Keep the name, title and phone number of your contact person in your inspection file. Facility managers have different titles, but will usually be the assistant chief probation officer, deputy chief probation officer, or facility superintendent.

Follow up with a letter verifying the inspection date and provide the names of commissioners who will be participating in the inspection. Request any written material that you would like to have made available on the day of the inspection and specific staff you would like to interview such as medical and mental health staff, the school principal or teachers.

It would be disruptive to the facility operation to have the entire commission participate in the inspection. It is suggested that you explore the development of an inspection team comprised of no more than 5 commissioners.

It is important to remember that the Welfare and Institutions Code provides you with a great deal of leeway in terms of your inspection. You are not required to inspect

every aspect of the facility each time you conduct an inspection. You may decide to focus on one or two areas such as education and medical issues. It is a good idea to discuss these matters with your judge prior to the inspections to determine if the court has specific needs regarding the inspection.

Let your contact know if you are planning to have a meal at the facility. Call two to three days prior to the inspection to confirm your appointment.

Be on time for your appointment and have proper identification. Facility security is an important issue and you would not want to be turned away because you lack proper identification. It is important to be professional and courteous. Wear comfortable shoes for walking. Take only what you need into the facility, purses and briefcases should not be brought into the facility.

THE INSPECTION PROCESS

INSPECTION DOCUMENTS

It is a good idea to review local inspection reports and specific facility documents before touring the facility. You can review available documents before arriving at the facility and can examine the rest once you arrive. Review of the documents listed below will provide you with information about the facility operation and areas of concern and areas of non-compliance. These documents will also highlight areas where the facility has developed innovative programs and streamlined procedures. Note any non-compliance issues and check these areas during your inspection. You should plan to review the documents listed below.

- *Previous JJ/DP Commission Inspection Reports – What concerns were identified? Have problem areas been corrected?*
- *Latest Board of Corrections Inspection Report*
- *Local Inspection Reports including:*
 - Building and grounds*
 - Fire authority*
 - Health administrator*
 - School report*
 - Court inspection report*
- *Policy and Procedure Manual – Review those policies that you intend to focus on. This will assist you in determining if there is a discrepancy between policy, procedure and practice.*
- *Grievances – Ask to review a sampling of grievances filed by minors. This will give you an idea of concerns expressed by detainees.*
- *Serious Incident Reports (SIR) – Ask to review a sampling of serious incident reports. These will alert you to incidents involving injuries, restraints, emergencies, escapes and other serious or critical events.*

- *Assessment and Plan – Assessments and plans will usually be kept in minors' folders and describe the treatment plan for minors while they are in the facility.*
- *Unit logs can be reviewed as you tour the facility. These logs are a written document of activity on the unit. The log will include but is not limited to movement of minors entering and exiting the unit, medical visits, staff on duty, recreation activities, concerns about specific minors, discipline and room checks.*

FACILITY TOUR

It is suggested that you begin the facility tour at the booking/receiving area. This will provide you with an opportunity to become acquainted with booking, the intake process, intake health screening and any other steps a minor goes through when entering the facility.

Ask questions and observe security as you proceed through the facility. Be sure to tour the following areas: booking, intake/holding, medical, housing units, dining hall, classrooms, visiting area, personal and institutional storage areas, kitchen, safety room (if present), court holding areas located in the facility and exercise areas.

Note the following items as you tour the facility:

- *condition of the exterior and interior of the building noting graffiti, peeling paint, unpleasant odors, or other signs of deterioration;*
- *condition of the grounds, exercise areas, playing fields, and exercise equipment;*
- *general cleanliness of facility including windows, lighting, lockers, desks, conditions of the mattresses, bedding and pillows;*
- *condition of sleeping room door panels;*
- *temperature of living units and classrooms;*
- *safety and security issues including fencing, outdoor lighting, location of the weapons locker; and*
- *if court holding area is present in juvenile hall ensure access to toilet and drinking water.*

INTERVIEWS

Entry Interview

Upon arrival at the facility, meet with your contact person. This is a good time to ask if there are specific areas of concern or areas that need particular observation. As commissioners you can be extremely helpful in looking at problematic issues and providing feedback and suggestions. Let your contact know how long you plan to be at the facility and your general plan of action. Arrange a time for the exit interview.

Interviews with minors and staff are a vital part of the inspection process that will provide you with data about the day to day operation of the facility. Interviews should be conducted with privacy in mind. You can conduct interviews in the unit day room, exercise area, dining hall or wherever you can find a fairly secluded spot. It is not necessary to have staff and minors brought to an interview room.

Interviews with Staff

Attempt to interview both supervisory and child supervision staff. Supervisors can answer questions regarding staff training, number of personnel, staff experience and turnover, use of overtime and "as needed" or part time staff. Supervisory staff can give you their opinion on whether there are a sufficient number of supervisors and line staff and they can provide you with an overall view of how the living units operate.

Child supervision staff (group counselors) can provide you with information about their years of experience and training, their work assignment, what works well, what needs to change, how the unit runs, programs for minors, and issues that come up during meals, school, and visiting.

For a more complete understanding of the facility operation it is recommended that you also conduct interviews with, medical and mental health personnel, the school principal and teachers and the cook and kitchen staff.

The commission can make recommendations in their findings that advocate for staff.

Interviews with Minors

It is usually best to have a one-on-one interview. Minors can become intimidated if two adults are present during the interview. On the other hand, two or more minors together can spend much of the interview trying to impress one another and you may not receive accurate responses. It is a good idea to ask open-ended questions. We have included some sample questions below.

- *What do you like best about this facility?*
- *What is your daily schedule?*
- *How do you arrange to see the nurse?*
- *What is the grievance process?*
- *What have you been doing in school?*
- *How did you learn about the rules?*
- *What would you like to see changed in this facility?*
- *How do you get along with staff?*

It is not appropriate to discuss the minor's offense, case or other personal matters. Your interview should focus on the experience of the minor in the facility. If the minor attempts to engage you in a discussion of his/her case you need to make it clear that you cannot discuss these matters.

It is important that you do not share your impressions of the facility with minors or staff. Your observations can be shared with your contact person at the time of the exit interview.

Exit Interview

The exit interview is a critical part of the inspection where you can ask for clarification of issues and share your observations and recommendations. Be sure to share positive observations as well as your concerns. If there are non-compliance issues, determine a mutually agreeable date that you can expect to have these issues addressed. Tell your contact when he/she can expect your written follow-up.

Prompt Written follow-up

It is courteous and professional to follow the inspection with a prompt written follow-up. A thirty-day period should be ample time to put your thoughts and observations into written form. If you wait several weeks or months the information becomes less meaningful and may no longer be accurate.

It is important to remember that the Board of Corrections (BOC) does not determine the content or format of juvenile justice commission reports. The BOC has the responsibility to conduct inspections against the standards found in the California Code of Regulations, Titles 15 and 24, Standards for Juvenile Facilities and Title 15, Standards for Local Detention Facilities. BOC Inspections are conducted on a two-year cycle. The annual inspection reports from juvenile justice commissions are an important part of the BOC file.

The BOC conducts a technical inspection by staff who are familiar with the administration and management of facilities, and does not expect juvenile justice commissions to complete the same type of inspection. The BOC would prefer commissions to conduct an inspection that focuses on program issues within the facility.

You have a wealth of expertise and experience and are in an excellent position to observe and comment on the level of care given to youth confined in facilities. The BOC would like you to consider the following kinds of questions when inspecting a facility. Are facility conditions safe, humane and secure? Are minors, staff and the public protected? Are the casework, educational, and religious needs of the child being met? Are the recreation and exercise programs adequate? What do the staff and minors have to say about the conditions in the facility?

In response to commission requests, the BOC has developed a suggested inspection report form for use by juvenile justice commissions. Separate forms were developed for juvenile halls and camps, jails, and lockups. The forms were reviewed by the BOC JJ/DP Planning Committee, and a group of commissioners and probation staff. Many of their suggestions were incorporated into the forms.

The inspection form uses a narrative format, rather than a check list. This format provides you with an opportunity to record observations and recommendations. Rather, we suggest you use whatever format best fits the needs of your community.

Be sure to follow your commission protocols regarding the signing and distribution of the report. Remember that the inspection report is submitted by the commission, not by an individual member of the commission. Send a copy of your inspection report to your Presiding Juvenile Court Judge and the Board of Corrections. We recommend that copies also be sent to the facility administrator (chief probation officer) and the facility manager (superintendent or director).

Article 3. Training, Personnel, and Management

Section 1321. Staffing

Discussion: This section requires there to be an adequate number of personnel to carry out the program and a sufficient number of supervisory staff to ensure supervision of all staff. Remember that different staff ratios are required in juvenile halls and camps.

BOC staff will determine if there is sufficient staff to meet the requirements of the standard and will conduct a staffing survey when necessary. The JJ/DP Commission can be helpful in determining how staff is used during the day to day operation of the facility. During the inspection observe whether staff are present with groups of minors on the units, in the dining hall, during showers and during exercise and recreation. Observe if staff is interacting with minors. It may be appropriate for one staff to remain at the desk, but others should be actively supervising minors.

Many juvenile halls are crowded and operate above the Board Rated Capacity (BRC). This condition can put stress on staff who may have to work overtime, double shifts or without vacations. When a facility is crowded, management may have to rely heavily on “as needed” or part time staff who have not been fully trained. This practice can create security and safety issues.

You will want to determine whether the facility is operating with experienced staff and whether all positions are filled. If positions are unfilled, discuss this issue with the facility manager and determine what steps have been taken to fill positions. Positions may remain unfilled due to inability to recruit applicants, applicants failing the background check, non-competitive salaries or lack of funding.

Section 1322. Child Supervision Staff Training.

Discussion: Orientation, training, and personnel related regulations are based on the premise that a facility cannot operate without a properly trained staff. Usually on call and part time staff have not received Core Counselor training. It is important that experienced staff work shifts with the on-call staff.

- *During interviews with staff ask them to describe the training they have received. Was it useful?*
- *Was training adequate for the expectations of their assignment?*
- *Has staff had restraint training? Have they ever had to restrain a minor? Did it proceed as expected?*
- *Has staff had first aid and CPR training? Have they used these skills on the job?*
- *Have staff completed Core Counselor Training? How long have they been on the job? Did they complete the training within one year of being hired?*
- *What additional training does staff feel they need?*
- *Share the above information with the facility manager during the exit interview.*

Section 1324. Policy and Procedures Manual.

Discussion: A policy and procedures manual expresses the management philosophy of a facility as well as the approved steps in facility practices. Not only does the manual say what gets done and how it gets done, it explains why. It is the statement of practice and accountability because it describes the basic elements of each step in operating the facility.

The manual must accurately reflect what happens in the facility. Policies which are not implemented, procedures which are not followed and manuals which are not available to staff nor referred to periodically will be of no value in managing the facility, training personnel, or defending against litigation. Inaccurate manuals can put a facility at a disadvantage; they can be used to prove that a facility is being improperly operated.

It is recommended that commissions obtain a copy of the facility's policy and procedure manual prior to the inspection in order to review and become familiar with pertinent policies and procedures. As you conduct your inspection take note of areas where it appears that policy and practice differ. These issues should be discussed during the exit interview.

The manual is primarily for instructions to staff.

- *Has staff reviewed the manual?*
- *Is the manual easily located?*
- *Do they find it easy to understand?*
- *Does the manual clearly describe both policy and practice?*

Article 4. Records and Public Information

Section 1343. Juvenile Facility Capacity.

Discussion: The problems facing the juvenile hall manager are complex and frustrating, even when the facility is not crowded. With crowding, everyday problems can become crises. Counties administering crowded juvenile halls are vulnerable to lawsuits that may prove costly and result in unwanted court mandated remedies.

Although the Board of Corrections has a mandate to monitor and respond to the overcrowding, the problem is potentially a legal problem, always a management problem, and in the end, a systems and community problem.

Crowding impacts operations and programs in the facility. It is imperative that minors not sleep on the floor. When crowding occurs, single rooms may be used for double occupancy and double rooms may have triple occupancy. The BOC, however, recommends against sleeping three minors to a room, as there is a potential for two minors to gang up on the third minor.

When crowded, a facility may choose to move bunks into the day room and hire additional staff to monitor minors whenever they are sleeping.

If the facility is crowded, you will want to determine if there are sufficient beds for minors. Many facilities use preformed plastic stack-a-beds for overflow. The standard requires that beds be 30 inches wide and 76 inches long and be of the pan bottom type or constructed of concrete. While stack-a-beds do not meet the standard, they are preferable to sleeping on the floor. It becomes a safety and security issue if beds or mattresses block the door and prevent entry into the room.

When a facility is crowded, it is important to ascertain that all minors are attending school, having recreation and exercise, and have access to medical treatment. Minors cannot be denied programming due to crowding. Additional staff and teachers may be required during periods of crowding.

Article 5. Classification and Segregation

Section 1352. Classification.

Discussion: The purpose of classification is to ensure the appropriate housing and programming of minors for their safety and that of the staff and the facility. When properly designed, violence, confrontations and subsequent litigation are reduced.

Classification is not a tool for punishment or discipline. A preliminary classification should be done at the time of admittance. The focus of the initial classification is the health and safety of the minor, the safety of staff and other minors, and the security of the facility.

The classification system separates the sophisticated from the naive, the violent from the nonviolent, and the passive from the aggressive. The classification system should assist in identifying security risks, the physically and mentally ill, those requiring protective custody, those who may become victims to assertive and assaultive minors and those eligible for and suited to facility programs.

Staff training in the implementation of the classification plan is essential. Staff should be aware of the criteria for classifying a minor. Some plans might include methods for separating rival gang members, protective custody for minors who might be victimized and housing aggressive minors in single rooms. During the inspection ask staff to explain the classification criteria.

The classification criteria should be in written form in either the policy and procedures manual or as a separate document. Discuss the criteria with staff.

Each minor's written classification should be readily available in the minor's file. Subsequent review and modifications should also be included in the file. Commissioners can ask to review a sampling of classification plans. The standard requires periodic classification review including provisions that consider the minor's behavior while in custody. As an example, a minor who has a violent outburst may need to be confined to his/her room. As the minor's behavior and mood improve, he/she should be reclassified and mainstreamed into the general population.

- *Does staff understand and use the criteria?*
- *Are periodic reviews being completed?*
- *Does the system appear to be effective?*

Section 1353. Orientation.

Discussion: Minors newly received in the facility are often in crisis. They may be under the influence of drugs or alcohol, frightened, depressed, or disoriented. Minors will be concerned about personal, institution, and family problems, but may be unable to express their concerns. The risk for suicide is very high during the first few hours of detention.

Orientation provides minors with information about facility procedures, services and activities with which they must be familiar to function successfully. Minors will want the answers to the following questions. When is visiting? How do I get to see a doctor? When do I go to court? Orientation is intended to reduce rule violations and decrease staff time spent answering basic questions.

Some facilities use slide or videotape presentations to orient minors while they are in the receiving area. These kinds of orientations can be available in the language or languages most commonly used by minors in the specific facility. A well done written video or slide orientation presentation has the advantages of: (1) freeing staff from having to repeat the same information over and over; (2) being consistent and uniform so everyone gets same the necessary information; and (3) having built-in documentation that the orientation was delivered and what was covered.

Handbooks or handouts are useful for orientation, but written material needs to be supplemented by discussion of the material by staff. Simply giving the minor a written document does not guarantee that he/she will read or understand the information. The goal is to familiarize minors with the operation of the facility. Verbal and visual explanation of the handbook is necessary. The minor must be encouraged to read the material. If a minor is unable to read or is unable to read English, then the information must be presented verbally or written in a language that the minor is able to understand.

During the inspection ask to see copies of the orientation materials. Discuss the orientation materials with minors. Are they familiar with the content? Sometimes minors have not received written material and have had to learn the rules from other minors. This practice is not acceptable. Facilities cannot use minors to orient other minors.

In most of our BOC inspections we have found that minors generally feel the rules are fair and find that the most difficult rule to follow is "no talking."

- *Are minors aware of the rules and consequences for minor and major rule violations?*
- *Are the written policies practiced and implemented uniformly?*
- *What are the policies and procedures for orienting non-English speaking minors, minors who are unable to read, and minors who are hearing impaired?*
- *Are rules posted in the living units?*
- *Can minors explain the rules?*

Section 1354. Segregation.

Discussion: Segregation is an option afforded facility administrators for the maintenance of order, safety and security. The status of minors in segregation should be reviewed regularly by the administrator and/or classification committee to confirm whether the segregation continues to be necessary and appropriate.

Segregation may include restricting privileges. These restrictions should correspond to the need for segregation, the limitations of the facility and the reasons for placement in administrative segregation. Minors who are segregated should not be denied normal privileges available at the facility, except when necessary to accomplish the objectives of segregation. For example if a minor has been segregated because of fighting, he/she might still be permitted to eat meals in the dining hall, but be excluded from recreation with other minors on the unit.

Some minors might request segregation, generally for their own protection. Segregation is often used to accomplish protective custody, either when the minor requests it or when there is reason to believe such custody is warranted. In these instances, as in any other, it is important to document the reasons for placement in segregation. If a request for placement in protective custody/segregation is denied, it is equally important to document the reasons for that decision.

Discuss segregation policies and procedures with staff and determine the frequency of use.

- *Are trends evident?*
- *Who is being segregated and for what purpose?*

Section 1355. Assessment and Plan.

Discussion: This standard applies to all minors in the juvenile halls and camps for 30 days or more. A complete assessment and plan must be prepared for any minor held in a facility for a period of thirty days or more. Frequently minors must wait 30-45 days in juvenile hall more before being transported to placement or camp. One intent of the standard is to assess minors and have a plan developed for them while they are in juvenile hall. This applies to minors who are serving their time in the hall or awaiting transport to camp, placement or Department of the Youth Authority. Once the minor arrives at the placement or camp the plan will be reviewed and modified as needed.

The assessment and plan should include specific programs that would benefit the minor. Examples would include education, family reunification, substance abuse, or anger management. There must be a periodic review and documentation of progress toward meeting the plan's objectives as well as planning for transition to aftercare status upon release.

Section 1356. Counseling and Casework Services.

Discussion: Minors received in juvenile facilities generally bring many personal issues and problems with them. This standard is intended to provide access to

resources for overcoming such issues and problems. As you interview minors ask them who they can talk to when they have a personal problem.

- *Are minors able to discuss problems with staff?*
- *How do minors access mental health services?*

Frequently minors talk with the facility nurse when they have problems adjusting to the facility or have concerns about family and court issues so you may want to ask the facility medical team about the informal counseling they do with minors.

Familiarize yourself with the services offered to minors in the facility. Services should be appropriate to the population housed in the facility and may include substance abuse, family crisis, reunification, counseling, public health and mental health services. As an example, a facility may have a large number of minors detained for violent acts or minors may have difficulty controlling their anger inside the facility. Minors participating on BOC youth panels have been particularly responsive to programs dealing with anger management. Talk with minors and staff about programs offered in the facility.

- *Are programs well attended and well received?*
- *Do staff and minors feel the programs are effective?*
- *Would they like to have additional programs offered?*

Section 1357. Use of Force.

Discussion: The use of force may occasionally be necessary for the safety of staff and minors in custody. It often brings with it the hazard of injury to staff and minors, as well as the potential for abuse and litigation.

Policies and procedures need to identify what is considered "use of force" and the continuum of escalation that should be followed as closely as possible. Facilities may vary on the definition of force and when different levels are appropriate. Strong verbal intervention may be considered a type of force or be considered a prelude to the use of force. Chemical preparations such as pepper spray may be used in a facility.

Documentation of incidents involving the use of force is critical and should be completed prior to the end of shift and not later than 24 hours after the incident has occurred. Usually these incidents will be recorded on a Serious Incident Report form (SIR). Ask to review a sampling of these reports. This will help you get a clear picture of the type and frequency of incidents occurring in the facility.

Juvenile Justice Commissioners may evaluate incident reports and trends related to the use of force. It is important to note if the use of force is on the increase. If so, discuss this issue with staff and administrators to learn the causes for the increase.

Section 1358. Use of Physical Restraints.

Discussion: There is a distinction between the "use of force" and the use of restraints. "Use of force" is an immediate means of overcoming resistance to control the threat of imminent harm to self or others. The use of restraints is a more

sustained prolonged intervention. Application of restraints require greater emphasis on medical concerns and involvement of medical staff, because restraints are used for longer periods of time.

Physical restraints are devices that immobilize a minor's extremities or limit physical mobility. Examples include soft ties, padded belts and cuffs, metal hand and ankle cuffs and restraining chairs or boards. Restraints should not be confused with postural supports which may be required for medical reasons and neither should this standard be interpreted to impose a restriction on the use of handcuffs, shackles or other devices to restrain minors for security or transportation purposes.

The use of restraints is a complex issue, fraught with the possibility of liability and the potential for injury to minors. Restraints should be applied only on those minors who display behavior that results in the destruction of property or reveals intent to cause physical harm to self or others. Restraints are not for use as punishment and are applied only when less restrictive ways of controlling a minor's dangerous behavior have failed or appear likely to fail.

Included in this standard is the need to protect restrained minors from abuse by other minors. Under no circumstances should restrained minors be housed with minors who are not in restraints.

Commissioners should become familiar with the types of restraints used in the facility.

- *Are all instances of use of force documented?*
- *What are the trends?*
- *Many facilities are seeing an increase in the number of minors with mental health issues and emotional problems. These minors present special problems in detention; how are they managed in the facility?*

Section 1359. Safety Room Procedures.

Discussion: There is no requirement that facilities have a safety room and in practice, few facilities have one. Where they do exist BOC staff inspects safety rooms and reviews the policies and procedures related to their use.

Facilities lacking a safety room must have clear policies and procedures for managing minors who are a danger to themselves or others. While it is preferable to transfer these minors to another facility, many mental health units are not equipped to handle people whose criminal behavior makes them a security concern. In these instances, the juvenile facility is often the last resort.

Section 1360. Searches.

Searches are conducted to ensure the safety and security of the facility, and to provide for the safety and security of the public, visitors, minors, and staff. Searches may be conducted as deemed necessary by the facility manager on a routine or random basis. Searches shall not be conducted for harassment or as a form of discipline or punishment. Medical personnel must conduct body cavity searches. It is suggested that the inspection team familiarize themselves with the Title 15

Standard on searches and the facility policy and procedures regarding intake searches, pat-downs, metal detector and clothing searches. Detainees should be made aware of search procedures during orientation.

To prevent and control contraband being introduced into the facility; visitors may be asked to enter the facility through a metal detector. It is good practice to have visitors leave purses and briefcases in their cars or in lockers provided at the facility. There should be a clear set of rules for visitors that specify those items that can be brought into the facility.

Section 1361. Grievance Procedure.

Discussion: A good grievance procedure is straightforward and easy for staff and minors to use. A good grievance procedure also means facility personnel listen to a minor's concerns and remedy what needs correcting, thereby preventing small problems from becoming big problems and big problems from becoming lawsuits. It is appropriate that the facility manager or a designee monitor the grievance process to assure that it is operating as intended. Modifications should be made when necessary.

An important point of the grievance mechanism is that it be used and that grievances be resolved at the earliest possible time at the lowest staff level. The grievance mechanisms can diffuse potential problems. Concerns expressed in writing often can be more readily resolved and often with better results than personal confrontations.

At each step of the process, a minor should receive written reasons for both the action taken, approvals as well as denials. The grievance should continue to a resolution even though the minor has been released during the process. Minors deserve a response to their grievance. If this is not happening, the commission should bring this to the attention of the facility administrator and may make recommendations on how to improve the grievance procedure.

The grievance procedure is very useful in alerting management to concerns of minors. The process is also useful in teaching minors a legitimate way to express their concern and frustrations rather than acting out. The grievance process is a good lesson in civics; it teaches minors an appropriate method for venting concerns and resolving disputes that provides them a formal response.

As an example, a minor filed a grievance because he felt a staff member was rude and disrespectful to him. The result of the grievance was an apology from the staff person. Another grievance was filed by a group of minors who were cold. They asked for thermal undershirts and administration agreed to provide them. Morale was improved in both instances and the minors felt very successful. Often minors consider a favorable response as "winning". For many minors this is the first time they have had a successful outcome with authority and they feel more empowered.

Ask a minor to show you the rules pertaining to grievances and the location of the forms. The forms should be available and minors should be able to turn them in to any child supervision staff. Some facilities permit minors to grieve anything. Others have restrictions on which issues can be grieved. Find out the policy in your facility.

When reviewing the grievance forms pay particular attention to the frequency and resolution of grievances.

- *Was the grievance resolved at the lowest level possible?*
- *Were any findings made in the minor's favor?*
- *Were minors given a written response in a timely manner? It is very frustrating to a minor when he/she does not receive a timely response.*
- *Ask minors how the grievance process works. Are the forms available? Have they filed a grievance? What was the outcome?*
- *Does the facility receive a number of repetitive grievances related to food, clothing, blankets or bathroom calls? If so, the commission can make recommendations on how to improve in those areas.*

Section 1362. Reporting of Incidents.

Discussion: It is important for facilities to prepare an incident report when a serious event occurs. Incidents which result in physical harm or serious threat of physical harm to staff, minors or others require particular attention for the safety of both staff and minors. The court and next of kin are to be notified in the event of serious illness, injury or death of a minor. This notification should be documented and may be kept on an incident report form or in a memorandum. Ask how this is done in your facility. Determine whether the JJ/DP Commission is notified of these events. Some jurisdictions notify the commission when a serious event occurs, others do not. Facilities routinely prepare an incident report when minors are restrained. Check to see if minors were referred for medical evaluation following restraint. Review of serious incident reports (SIR) is another good method for determining the frequency and type of incidents that occur in the facility. The commission may be able to assist the facility administrator by monitoring incident reports.

Article 6. Programs and Activities

Section 1370. School Program.

Discussion: Detained minors often have had negative educational experiences. Many are academically deficient, below grade level, seriously truant, school dropouts, or are participating in special education programs in the community. The core school program must be flexible to address the negative educational experiences of the detained minors and sensitive to their different learning needs and abilities. The school operation must also be congruent with the facility's need to provide a safe and secure environment for detained minors and staff.

It is the responsibility of the county superintendent of schools to provide an annual evaluation of the facility's court school program. The report should include the courses of study offered, application of policies on school discipline, the number of minors participating in special education programs, screening and admission, court school capacity, average daily attendance and certification that the school program meets the Title 15 Standard and the California Education Code requirements.

Educational instruction shall be provided to minors restricted to high security or other special units. Non-English speaking minors shall be afforded an educational program that is appropriate and relevant to their academic growth.

The County Board of Education provides for the administration and operation of juvenile court schools in conjunction with the chief probation officer or designee. It is suggested that you arrange to meet with the school principal and one or more teachers

As a commissioner, you are not expected to be an expert on the Education Code. You should look at the school program from a community perspective. If you have educators on your commission make use of their experience and expertise. As you tour the school program ask questions and become familiar with the program. Learn about the difficulties of providing education services in a detention facility. Many minors have not been in school for months and the classroom has students at various educational levels who have multiple needs.

Commissioners will find it useful to look at the education program and the class schedule.

- *How does the school program accommodate minors when the facility is crowded?*
- *Do all minors attend school for 240 minutes every day?*
- *Are all minors enrolled in school within three (3) days of admission into the facility?*
- *Has a preliminary education plan been developed for each minor within five school days?*
- *Have transcripts from prior schools been requested?*
- *Are there difficulties obtaining transcripts?*
- *Upon receipt of the transcripts has the minor's educational plan been reviewed and modified as needed?*
- *What concerns do the principal and teachers have about the education program in the facility?*

Ask to sit in the classrooms and observe what is going on.

- *Are minors engaged and participating in the lesson?*
- *Is the atmosphere conducive to learning?*
- *Are books and supplies available?*
- *What services are provided to non-English speaking students?*
- *Is there bi-lingual staff available?*
- *During interviews with minors ask them about the school program. What are they studying? How does the court school curriculum compare with the curriculum in the community?*

Section 1371. Recreation and Exercise.

Discussion: Juvenile facilities shall provide the opportunity for recreation and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school day.

Review the required daily schedule for the recreation/exercise program. The standard requires one hour of large muscle exercise daily. Facilities can meet this requirement with the physical education program provided by the school department.

There is also a requirement for one hour of outdoor physical activity each day, weather permitting. In areas where the summers are very hot, outdoor physical activity often occurs early in the morning before school.

The recreation program must include access to approved reading material and other programs such as television, radio, stereo, video and games. Activities shall be supervised and include orientation and coaching of minors.

Many minors enjoy organized sports and activities. Often they have not been exposed to organized activities and are pleased to gain new skills. Minors cannot be forced to participate in exercise programs. However, in facilities where there is a varied and organized program, minors are more apt to participate. If minors are simply asked, "Who wants to go outside?" many minors may elect to remain in the day room watching television. As you look at the program make sure that female minors have the same opportunity as males to use the gym, weight room and swimming pool.

Remember that minors who are being disciplined must still be afforded the opportunity for one hour of large muscle exercise. This can take place while the general population is at school or after the regular recreation program has concluded. The one-hour of exercise may be suspended only upon a written finding by the administrator/manager that the minor represents a threat to the safety and security of the facility.

- *Does the facility provide the minimum number of hours for recreation and exercise each day?*
- *Is one hour of large muscle exercise provided to each minor on a daily basis?*
- *Are there organized sports activities?*
- *Is there adequate sports equipment? Are equipment and athletic shoes in good repair?*

Section 1372. Religious Program.

Discussion: The facility administrator shall provide access to religious services and/or religious counseling at least once each week. Attendance shall be voluntary. A minor shall be allowed to participate in normal program activities if he/she elects not to participate in religious programs. Minors cannot be locked in their sleeping rooms if they choose not to participate; they must be provided other recreation activities such as letter writing or reading in the dayroom or other available space.

Experience has shown that there is a great deal of volunteer support for religious programming in juvenile facilities. Some departments have chaplains who can be valuable resources in developing the facility's religious programming. Minors on disciplinary status should not be denied religious participation although special arrangements may be required.

While ministers need not be provided for every faith, services or religious counseling must be available for all faiths and religions. The time and frequency may be regulated, and the size of the groups at religious services may be restricted.

- *Commissioners can inquire into the number of minors attending services.*

- *Does the facility have a chaplain?*
- *How do minors request religious counseling?*

Section 1373. Work Program.

Discussion: A work program should be a positive experience. Work assigned to a minor shall be meaningful, constructive and related to vocational training or increasing a minor's sense of responsibility. These programs are often offered at camps and may include auto-shop, carpentry, gardening and horticulture, and forest fire abatement. Discuss these programs with staff and minors.

This does not preclude tasks that are normal housekeeping in nature. Such functions are necessary in maintaining a clean and orderly facility. A minor shall not be required to perform degrading or unnecessary tasks.

Section 1374. Visiting.

Discussion: Minors shall be allowed to receive visits by parents, guardians or persons standing in loco parentis, at reasonable times, subject only to the limitations necessary to maintain order and security. Opportunity for visitation shall be a minimum of one visit totaling one-hour per week. Visits may be supervised, but conversations shall not be monitored unless there is a security or safety need.

The benefits of an appropriate visiting policy include reduced tension, a healthy emotional climate, improved minor and staff morale, a more effective use of staff as well as less crowding, confusion and aggravation during visiting times.

Visitation should be encouraged since strong family and community ties increase the probability of success for a minor after release. There should be a balance between the needs of the minor and the security of the institution.

The location for visiting within the facility should be consistent with overall security requirements. The use of devices that prevent physical contact should be avoided, except in instances of security risk.

Section 1375. Correspondence.

Discussion: Every facility must have written policy and procedures for processing mail, including a description of the method for informing minors that they should have no expectation of privacy for other than confidential correspondence. Incoming and outgoing mail may be read only when there is reasonable cause to believe that the safety and security of the facility, the public, or the minor is jeopardized; e.g. if there were reason to believe an escape is planned.

The ban against reading a minor's mail does not preclude staff from opening and inspecting mail to search for contraband, cash, checks or money orders. Where there is a confidentiality privilege, as with members of the State Bar, judges, holders of public office or the Board of Corrections, the opening of mail must take place in the minor's presence.

A facility's policies and procedures for mail and correspondence should be part of the minor's orientation. Correspondence can be a big issue to minors. During the inspection commissioners can discuss the issues of incoming and outgoing mail with staff and minors.

- *Are the policies and procedures related to correspondence practiced?*

Section 1376. Telephone Access.

Discussion: The telephone is an effective tool for reducing tension and anxiety in a detention facility. An adequate number of phones and a general use of open phone policy allow minors to maintain contact with family and the community, thereby reducing many incarceration and reentry problems.

This requirement for telephone access is in addition to **Welfare and Institution Code Section 627** which requires minors be allowed two free telephone calls within one hour of being placed in custody.

- *What is the phone policy in the facility?*
- *Do minors sign up for phone calls? Are calls time limited?*

Section 1377. Access to Legal Services.

Discussion: When minors meet with their attorneys the visits must be confidential and may be a contact visit. The needs of attorneys vary from a short contact at the visiting window to space needed for paperwork in preparation for a hearing or trial. Generally, contact includes the ability to have a conversation without a microphone and the ability to pass documents. Client interviews for minors at a facility should not take place during meals or other key activities. Locate interview rooms and determine the policy and procedures for attorneys to see their clients.

Article 7. Discipline

Section 1390. Discipline.

Discussion: Discipline shall be imposed at the least restrictive level, which still promotes the desired behavior. Discipline shall not include corporal punishment, physical or psychological degradation or deprivation of the following:

- (a) bed and bedding
- (b) daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing
- (c) full nutrition
- (d) contact with parent or attorney
- (e) exercise
- (f) medical services and counseling
- (g) religious services
- (h) clean and sanitary living conditions
- (i) the right to send and receive mail
- (j) education

Rules and penalties for both major and minor violations shall be stated simply and affirmatively and be made available to all minors. Provision shall be made to provide the information to minors who are hearing impaired, illiterate or do not speak English.

It is important that there be standards of behavior, which guide the safe, orderly, and efficient operation of a juvenile facility. There is a need to protect both staff and minors. There must be a clear and consistent disciplinary process ready to be initiated when a rule is violated. Prevention of rule violation is preferable to correcting misbehavior.

A facility's rules and disciplinary penalties must be clear, consistent and uniformly applied. They must be written and available to minors, both as a fair warning of the consequences of inappropriate behavior and in order to ensure due process and equal protection as guaranteed by the United States and California State Constitutions.

It is advisable to keep the number of rules to a minimum. Too many rules can cause disciplinary problems, waste staff time and create an overly repressive atmosphere. Too many rules also weaken the effectiveness of the important rules that are necessary for the facility to operate efficiently and effectively. Ask to review a copy of the rules; during interviews make sure minors understand them.

Section 1391. Discipline Process.

Discussion: Maintaining discipline within a local detention facility is critical to safety, security, and efficient facility operations. Counseling is among the first actions to be taken in response to lesser rule violations.

Major violations are those which affect the safety, security, efficiency or operation of the facility and its personnel, staff, and/or minors. Major violations require a timely hearing where the minor is allowed to appear on his/her own behalf, have access to staff assistance and may even result in charges being filed with the district attorney.

To ensure the safety and security of the facility, an administrative decision may be made to remove a minor from general housing pending the outcome of either the disciplinary process or prosecution. This typically occurs when the offense is aggravated, may recur or incite other misconduct if the minor remains in the housing area. It removes the minor from the environment where the incident occurred, preventing a continuation of the behavior and discourages others to follow. Isolation or the loss of any facility privilege requires the transmittal of a written report from the staff member observing the act to the disciplinary officer as well as formal notice to the minor. When a minor is placed in lock-down status pending a hearing, completion of the hearing within the required time constraints assumes greater significance. On the date of inspection, if there are minors on disciplinary status, inquire into the rule violation and obtain additional information to familiarize yourself with how the process is working within each individual facility.

In order for discipline to be effective, there must be a correlation between the severity of an infraction and the severity of the punishment. Consistency is important and can become problematic when the decision or punishment rests with various staff located

at one or more facilities. To establish both fairness and consistency, facility managers frequently develop a policy, which includes specific penalties or a range of penalties for various rule violations.

A standardized form for rule violations will facilitate investigations and provide necessary documentation of violations. The form should include all essential information relating to the incident; such as, the people involved, times and places, witnesses and injuries or damage to property. The standard requires that the minor receive written notice of the violation(s). The notice need only include the rule(s) violated.

Article 8. Health Services

Sections 1411. - 1450. General Discussion.

Discussion: The Health and Safety Code (Section 101045) requires local health departments to inspect the facility on an annual basis. Juvenile justice commissions are not expected to complete a detailed inspection of health care services, however, it will be very beneficial to tour the medical area and meet with medical and mental health staff. Inquire about the general health of minors. Many juveniles in the facilities will not have received regular medical and dental care, or mental health services. They may have chronic medical problems such as asthma and there may be a high incidence of sexually transmitted diseases (STD). Many minors may not have received such basic things as dental care and immunizations.

The following questions are suggested to give you an idea of the medical services available to minors in the facility.

- *What are the most common medical complaints of the minors?*
- *How are pregnant minors handled in the facility?*
- *How do minors get to see the nurse or request medical treatment?*
- *Are the procedures for requesting health services described in each minor's orientation to the facility?*
- *How do minors go to appointments in the community? Are there problems with scheduling? Transportation?*
- *How many hours is a doctor on site?*
- *How are medical emergencies handled?*
- *How does the facility respond to parents that request their child be treated by the family physician in the community?*
- *What mental health services are available? How does the minor access these services?*
- *What dental services are available? Do minors need to leave the facility to see a dentist?*
- *Is staff able to routinely obtain signed parental consent for treatment?*

Intake

Initial intake health screening occurs prior to acceptance of the minor for booking and is conducted at the time of booking. It may be performed by either health care personnel or trained child supervision staff. Who does the screening in the facility? The screening should ideally be accomplished before the arresting officer leaves the

facility. It is a good idea to look at the intake screening form and to be aware of who does the screening in the facility.

Directions to staff should include the following.

A minor who is unconscious will not be accepted into a facility. Minors who are known to have ingested or appear to be under the influence of intoxicating substances that could lead to a medical emergency are required to be medically cleared prior to admission to the facility. Most often they will be taken to a hospital and kept there until they are medically cleared for transport to the juvenile hall; however, regulations allow facility medical staff to provide this medical clearance. This is more likely to be an option in larger systems than smaller ones. Talk with staff and determine if this operation runs smoothly in the facility. If not, ask why. Sometimes a member of the commission may know someone who could help pave the way for a smooth process.

Juveniles who are arrested while intoxicated or under the influence of drugs are at risk for serious medical consequences, including death. Examples include acute alcohol poisoning, seizures and cardiac complications of cocaine use, or markedly disordered behavior related to amphetamines or hallucinogenic drugs. At the time of arrest a juvenile could have sequestered a balloon containing drugs in a body cavity, or ingested large quantities of drugs/alcohol immediately prior to arrest in order to eliminate evidence. These minors may initially appear normal, but their condition can rapidly deteriorate. They should be observed frequently to assure that they remain conscious. It may be necessary to awaken them regularly to determine that they are not unconscious. Minors may be put on 5, 10, or 15-minute watches or assigned a counselor for one-on-one observation. Ask how the facility manages such youth. If the answer does not include frequent checks for level of consciousness, ask why. If there appears to be a lack of understanding by the staff, suggest consultation with the responsible physician or health authority.

Health Appraisal and Access to Care

A routine health appraisal/medical evaluation of minors is to be conducted within 96 hours of admission to the facility. Ask the staff about their ability to access minors within this time frame.

In the case of special purpose juvenile halls, the standards apply only in part and pertain to juveniles who are committed to serve repeated successive periods of time, each of which totals less than 96 hours.

It is essential that all minors in the facility have unimpeded access to health care. This includes minors in lockdown and those with behavior problems, as well as to those in general housing. It is critical that neither staff nor other minors prevent individuals from requesting and receiving this care. Minors must be advised of health care options and be able to express concerns about the health care system. Orientation to health care services and procedures for accessing care should be provided by designated staff at the time of the minor's orientation to the facility programs and procedures (Section 1353, Orientation). The ability for minors to register grievances about the health care system is incorporated into Section 1361, Grievance Procedures. Only a physician should be the ones to determine if a minor is "malingering" if such a concept is used to limit care. Although child supervision staff may have to determine when a request constitutes an "emergency," they should

not be "screening" requests or otherwise discouraging minors from asking for health care.

An observation regarding the health of each minor is required on a daily basis. Opportunity must be provided both for the minor to request clinic visits and for supervision staff to request health services on behalf of the minor, based on their observation that it is needed. The guiding principle should be that any minor requesting or needing medical attention shall receive such attention as soon as is reasonable and possible.

Delivery of medication can be done by probation staff when there is a properly labeled prescription container that has been filled by someone authorized by law (i.e., a dated container which includes the name of the individual for whom the drug is prescribed, the name of the medication, dose and instructions for taking the medication, the name of the prescribing physician and expiration dates). Under these circumstances, a single dose at a time can be delivered to the minor according to the written instructions by child supervision staff. A nurse can administer medications from a general stock of medication and the specific name of each minor is not necessary on each medication container. In some cases the nurse will go into the living units to deliver medication or minors may go to the medical unit to receive medication.

Facilities report that an increased number of minors with serious emotional and mental health issues are coming into the facilities. These minors are difficult to deal with and often present behavior problems or need to be protected from other minors. Ask about how many minors need such medication and whether there is enough mental health staff to provide care. Is the number going up or down dramatically? Explore the reasons for any changes.

Suicide Prevention

Suicide prevention is critical in every facility. The suicide prevention program addresses the identification of minors at risk, monitoring and treatment, as well as staff training. You might want to ask about the content of the suicide prevention program.

- *Have there been any suicide attempts or suicides in the facility since your last inspection?*
- *Is your commission routinely notified of these critical incidents?*

Minors are at especially high risk for suicide in the first hours after they are admitted into the facility. They may be depressed and afraid and may feel isolated and hopeless. Minors who are housed in adult jails and lockup facilities are at unusually high risk of suicide. Juveniles who have just had severe sentences imposed may also be at risk.

- *Are minors referred for mental health services if they are depressed or suicidal?*
- *Assess the level of isolation that may occur for minors in the facility. Does it appear to be excessive? Are there other alternatives?*

Health Education

Regardless of the method of delivery of health education, it is recommended that each facility maintain a record of classes, including the overall plan for what will be offered. You can request to look at the record of classes and the plan.

Article 9. Food

Sections 1460. - 1467. General Discussion.

Discussion: Many professionals believe the food service program to be a key element in managing minors. Food is a morale issue in facilities, often a high point for the minors in detention. Presentation as well as the content and flavor of the meals themselves can impact food's acceptance. Related issues such as greasy trays can have an adverse effect on acceptance. It is important to pay attention to food-related grievances as well as the amount of food being discarded.

The county health department conducts an annual inspection of the facility and will address each of the standards in this section. Commissioners are not expected to have detailed knowledge about menus and nutrition. It is not necessary for you to inspect for the minimum diet and other technical standards.

It is suggested that you arrange to eat a meal with minors during your inspection. This should be arranged prior to the date of the inspection. Minors will be more likely to converse if there is only one commissioner at each table. Mealtime promotes a non-threatening setting for you to talk with minors.

There are a variety of things to pay attention to when eating a meal in a juvenile hall or camp.

- *Is there a posted menu and are you eating what is on the menu?*
- *How does the food look and taste?*
- *What do the minors say about the meal and food in general? Of course minors may complain about the food, as it may not be what they are used to eating. Many minors are used to fast food that is high in fat.*
- *Do the minors eat the vegetables and fruit?*
- *Are weaker minors protected from having food taken from them? In order to prevent intimidation many facilities have a rule that minors cannot share food with one another.*

Many food service managers are creative and solicit ideas from the minors for meals, cook ethnic dishes on special holidays and substitute tortillas for white bread when the facility population is more used to tortillas.

Fights between minors can erupt in the dining hall. Notice how staff is deployed. Some facilities have staff standing and supervising minors during meals; other facilities have staff seated at tables with the minors.

- *Are minors allowed to talk during meals?*
- *Is the kitchen and dining area clean?*

If more than 14 hours elapses between meals, there is a requirement that supplemental food be provided. Some facilities serve an evening snack even though

14 hours do not elapse before breakfast. If you are inspecting a facility where minors eat in shifts and one group eats dinner at 5 p.m. verify that these same minors eat breakfast by 7 a.m.

This regulation states that a sandwich and beverage must be provided to minors who miss regularly scheduled meals. Examples of minors covered by this provision are those on work assignments, out to court, transferring from one facility to another or at a medical appointment. A nutritious snack must be offered to a minor who comes into initial intake.

Minors must be provided a minimum of 20 minutes to consume each meal. The minimum time can be extended for any meal at the discretion of the facility manager.

Some juvenile facilities have contracted to have meals prepared by the jail. In these cases it is important to ask if the menus have been supplemented to add the additional calories and foods required for minors.

Article 10. Clothing and Personal Hygiene

Sections 1480. - 1487. General Discussion.

Discussion: Clothing should be clean, reasonably fitted, durable, easily laundered, and in good repair. Clothing may be made of inexpensive but serviceable material, easily washed and dried, and adequate for seasonal comfort, health and protection. Check to see that there is a sufficient amount of clothing in appropriate sizes and good repair so those minors can change pants and shirts at least once per week and undergarments and socks daily. More frequent changes may be necessary depending on work, climate, or illness. Also check that shoes are available in all sizes and are in good repair and that clothing is in reasonable condition for court appearances.

Minors who work at specialized jobs in or outside the facility should wear shoes or boots appropriate to the work and climate at the work place.

At the discretion of the facility administrator, minors may be allowed to wear their own clothing as long as such clothes are clean and appropriate. Whether clothing is the minor's own or standard issue, it should be easily recognizable so that minors can be distinguished from staff and visitors and should not be demeaning or overly revealing. Similarly, clothing must be neutral in terms of gang identification.

It is essential that minors be allowed to shower daily. Personal care items should be provided to the population including hygiene items needed for female minors.

Article 11. Bedding and Linens

Sections 1500. - 1502. General Discussion.

Ask to see the storage area for linen and clothing.

- *Is there an adequate supply of clothing, bedding, and linen available for actual and replacement needs of the facility population?*

- *Minors frequently complain of being cold during the night. Are there sufficient blankets? Is there a method for minors to request an additional blanket?*

Each minor needs to be provided with a bed. Beds must be twelve (12) inches off the floor. A 12" stack of mattresses is not acceptable. Due to crowding many facilities double bunk minors in single rooms. Some use plastic stack-a-bunks. These bunks do not comply with the standard, but are preferable to sleeping minors on the floor. If the facility is crowded during the inspection, determine that minors are not sleeping on the floor and that mattresses or bunks are not blocking doorways. The latter situation is unsafe in the event of an emergency.